

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.428.8715

Fax: 540.347.5753

**NOTIFICATION OF CATALOG DISCOUNTS**

DATE: May 24, 2004

CONTRACT NUMBER: CBR084

CONTRACT PERIOD: Current through December 31, 2004

DISCOUNT: 11% supplies, 5% furniture and Equipment, 3% kids and promo items

CONTRACTOR:

**Demco**

VN: 631232

P.O. Box 7488

Madison, WI 53707-7488

Attention: Jennifer

Ph: 800-462-8709 X282

Fax: 800-245-1329

Email:

TERMS: Net 30 days

DELIVERY: As Needed

FREIGHT: Free freight and handling on stock supplies. Shipping and Handling will be prepaid and added to the invoice on items Shipped from the manufacturer and truck shipments. Freight costs can be received by calling inside sales rep listed above.

FOR FURTHER INFORMATION CONTACT: Barb Whitehurst, Buyer

Phone: 540-428-8715

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: **This offer does not represent an exclusive or contractual relationship. Three (3) competitive bids are still required for orders greater than \$2000.00**

By: \_\_\_\_\_  
Barb Whitehurst, Buyer

## INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Not valid with other discounts, bids, sale catalogs, or orders already in progress. Additional charges for inside delivery, liftgate delivery or prior notification will be prepaid and added to your invoice. In addition to this discount, vendor would like to be considered for larger purchases or a furniture project.

Supplies – 11%

Furniture and Equipment 5%

Kids and Promo items – 3%